

Mobility Student's Guide

This document has been designed in order to facilitate international student's stay in UTAD – Vila Real. Each student is welcome to follow the different steps of this guide which contains important information and mandatory steps relative to the Erasmus mobility.

BEFORE LEAVING HOME COUNTRY



Departures

STEP 1. NOMINATION

In the framework of Erasmus + mobility, each student wishing to study at the UTAD must be nominated by his/her home university in the following dates:

1ST SEMESTER AND FULL YEAR: BEFORE 30TH APRIL
2ND SEMESTER: BEFORE 31ST OCTOBER

All nominations and applications should be sent to kellyc@utad.pt or international@utad.pt

STEP 2. APPLICATION

Application Deadlines:

1ST SEMESTER AND FULL YEAR: 30TH JUNE
2ND SEMESTER: 30TH NOVEMBER

Students must send the following documents:

Document	Check?	When?
Learning Agreement – Erasmus + form (signed by the student and by the home University)	<input type="checkbox"/>	___/___/___
Application form duly filled in and signed (by the student) home	<input type="checkbox"/>	___/___/___
A copy of your Identity Card or Passport [Passport is mandatory for students outside the European Union]	<input type="checkbox"/>	___/___/___
A color photo (passport type)	<input type="checkbox"/>	___/___/___
A certificate of the language level (Portuguese or English B2)	<input type="checkbox"/>	___/___/___



How to send my application	Check?	When?
<p>E-mail</p> <p>To kellyc@utad.pt or international@utad.pt With the subject "Erasmus + application - Student's Name"</p>	<input type="checkbox"/>	___/___/___
OR		
<p>Post</p> <p>GRIM – International Relations and Mobility Office University of Trás-os-Montes and Alto Douro Ed. Pedrinhas, Quinta de Prados 5001-801 Vila Real- PORTUGAL</p>	<input type="checkbox"/>	___/___/___

STEP 3. ACCEPTANCE LETTER AND VISA

- Students might need an acceptance letter in some cases. Please send your request to grim.in@utad.pt
- For VISA applications students need to send a request **at least 2 months before the appointment** at the Portuguese consulate.

STEP 4. INSURANCE

European Union countries

For students from European Union countries, ask for your **European Health Insurance Card** before leaving your home country.

Non-European Union countries

For students outside the European Union, make sure you take a **private health insurance** that covers all the expenses during your mobility period



STEP 5. MEET YOUR MOBILITY COORDINATOR

In UTAD your Mobility Coordinator will help you with all your academic doubts! His/Her contact will be provided to you upon your arrival.




GRIM – International Relations and Mobility Office is open to students on:

Monday from 10h00 to 12h00 and from 14h30 to 16h30

Wednesday from 10h00 to 12h00 and from 14h30 to 16h30

Thursday from 10h00 to 12h00.

STEP 6. REGISTRATION

Don't forget:	Check?	When?
Registration		
Fill in your Registration in GRIM  Don't forget to bring your ID card and/or Passport .	<input type="checkbox"/>	____/____/____
With your registration we will create your UTAD's student ID!		
Arrival Certificate		
Fill in your Arrival Certificate  Check with your home university, before leaving, if you need to fill in your own form or UTAD's form.  This document may be sent to your home university by email from GRIM.	<input type="checkbox"/>	____/____/____

STEP 7. WIFI ACCESS

Students are provided with UTAD username/ login, password and university email never before one week after registration at the GRIM.

Your Login is your student's number and you should use it to identify yourself as UTAD's student.

DURING YOUR MOBILITY



STEP 8. MEET YOUR ERASMUS ACADEMIC COORDINATOR

Check the list “Erasmus Academic Coordinators” and look for the teacher that might help you better (the one who signed your Learning Agreement).

You should contact her/him asap after your arrival. Discuss with them about the subject and the different classes you might attend. To decide on academic issue is the best to help you.

After that you should discuss your evaluation mode with every teacher!

STEP 9. INSCRIPTION/ ENROLMENT IN CLASSES

How to?	Check?	When?
SIDE <p>SIDE (Students Information Support Sytem) is a web platform where students do the inscription in classes, create the schedules and get extra information about subjects.</p> <p>Two Steps:</p> <ul style="list-style-type: none">  Inscription on SIDE – ask help to your Academic Coordinator to fill in the Registration Form (must be signed by him/her)  Go to SIDE Office (in UTAD’s Library), give them your registration form + student number information; Ask them to take a PrintScreen image of your Inscription (with all the subjects you have registered) and to send it by e-mail to kellyc@utad.pt 		
	<input type="checkbox"/>	__/__/__
	<input type="checkbox"/>	__/__/__
ATTENTION <p>You have 1 Month, since your first day in GRIM, to complete this STEP.</p>		
FULL YEAR STUDENTS <p>Full year students need to follow the Step 2 – send the 2nd Semester Print Screen – until 31st March</p>		

ENJOY YOUR STAY IN PORTUGAL BUT DO NOT FORGET TO GO TO CLASSES!

BEFORE LEAVING UTAD AND VILA REAL



Departures

STEP 10. CERTIFICATE OF ATTENDANCE

- Eventually, **students will have to go to the GRIM in person** and ask for signing the **certificate of attendance** by one of the responsables for Mobility Outgoing Programs.
- This document allows students to receive the last part of their scholarship/Erasmus grant.
- Students may have their home university sample (most cases), but GRIM can provide students with UTAD sample as well.

Note that GRIM won't sign the document if the student is not present.

Furthermore, note that the date that we will consider as your last day here is the last day that you come to our Office.

This is a mandatory document. Don't forget to take it in hand!!



All documents referred in this document are available at:

➡ <https://www.utad.pt/grim/en/> ➡ Erasmus+ ➡ Incoming Students



For further information or to clarify any point of this Guide, please contact the UTAD International Relations Office:

international@utad.pt